

REGULAR MEETING OF THE TRINIDAD AMBULANCE
DISTRICT BOARD OF DIRECTORS

**Public Comments were available via ZOOM.us*

DATE: April 28, 2021

Present : Kathy Bueno (via telephone)
Nick Mattorano
Floyd Duran, Jr.
Clay Hart
Valerie Borsa

Other Attendees: Executive Director Dan Moynihan, Deputy Chief Gabriel Moreno,
Captain David DeTray, Executive Assistant Barbara Fisk

SUBJECT

DISCUSSION

Call to Order/Pledge	Meeting was called to order at 4:31pm by Floyd Duran, Jr..
Roll Call/Proof of Quorum	There was a quorum with five board members in attendance. Valerie Borsa entered the meeting at 4:30pm and Kathy Bueno attended via teleconference.
Proof of Notice	Notice was posted on Trinidad Ambulance District's website (tadems.com) and business office at 939 Robinson Avenue. The notice included invitation information for attendance via ZOOM and asked the public to register on Zoom if they were interested in participating in the Public Comments section of the agenda. No requests were received.
Approval of Minutes	No board comments or amendments. Motion to approve the March 24, 2021 regular meeting minutes as presented was made by Clay Hart. Second: Nick Mattorano Yea: Kathy Bueno, Nick Mattorano, Floyd Duran, Clay Hart Nay: None Abstain: None Pass: The March 24, 2021 minutes were approved.

Valerie Borsa
Arrived at 4:45pm

Financial / Billing Report	Bernadette Cappellucci of Century Financial Group prepared the March 2021 financial report with the following statement, "The accounts receivable balance does seem somewhat higher than usual, but that is typical for this time of year. Other than that, the financials
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appear in line with the normal month to month income and expenditures. I see nothing out of the ordinary or anything concerning.”

Dan Moynihan pointed out the following information from the Century Financial Report:

- \$3,073,263 Cash On Hand
- \$25,000 Accounts Receivable increase
- Projected 2021 Fee For Service Revenue \$1.2 million

The District does not bill Medicare in January and February each year. Once those bills are processed and revenues come in, the March statements reflect the monthly increase.

A chart showing TAD’s trip volume revealed 51% of all trips are covered by Medicare and 29% Medicaid. In correlation, 54% of TAD fee for service income is from Medicare and 15% Medicaid. Commercial insurance accounts for a very small percentage of income. Another chart revealed \$809,325 trips billed. Of that amount, \$90,949 was allowable by insurances and \$90,646 has been collected.

The March 24, 2021 meeting minutes include: Dan has contacted Quick Med Claims, the District’s billing company, requesting the collections on accounts be more effective. There is currently \$1 million outstanding. A team has been assigned the task and will report back with updates.

UPDATE: Progress is being made with the collections team.

Motion to approve the March 2021 financial report as presented was made by Clay Hart.

Second Nick Mattorano

Yea: Kathy Bueno, Nick Mattorano, Floyd Duran, Clay Hart

Nay: None

Abstain: None

Pass: The March 2021 Financial Statement was approved.

Public Comments

N/A

HVAC Repair Request

The HVAC system has been making loud noises. Royal Electric did an inspection and found that one of the outside units has a failed condenser. Replacement with a Carrier unit is most cost effective saving \$3,000 over a Trane replacement. By replacing the whole unit

a 3 year warranty is included versus a one year warranty for just the condenser. A quote provided by Royal Electric in the amount of \$5,605.47 includes a 3 year warranty. Dan Moynihan authorized the expenditure.

Motion to replace the whole HVAC unit with a Carrier system, including a 3 year warranty, and have installed by Royal Electric for a total cost of \$5,605.47 was made by Nick Mattorano.

Second Clay Hart

Yea: Kathy Bueno, Nick Mattorano, Floyd Duran, Valerie Borsa, Clay Hart

Nay: None

Abstain: None

Pass: Replacement of HVAC outside unit was approved.

Review Policies

The Board reviewed policies 08-40 through Agreement and Acknowledgement with no additional amendments.

Motion to approve policies 08-40 through Agreement and Acknowledgment as presented to the board was made by Nick Mattorano.

Second Clay Hart

Yea: Kathy Bueno, Nick Mattorano, Floyd Duran, Valerie Borsa, Clay Hart

Nay: None

Abstain: None

Pass: Policies 08-40 through Agreement and Acknowledgement were approved as presented.

Director's Report 13840 Hwy 350

New Construction Request For Proposals. Three contractors participated in the walk-through after the RFP was posted. Arc Valley Construction in Pueblo was the only contractor to submit a proposal. Their submission remains "fluid" as they have not yet heard back from sub-contractors. They expect to have a more solid dollar amount by the end of April. As the RFP did not include finalized architectural drawings, it was very difficult to interpret. Once the architect finalizes drawings, the RFP will be posted a second time.

Environmental Report. A site meeting with All Phase Environmental is scheduled for May 5, 2021 to gather information for the Cultural Site Analysis

Special Use Permit. The Las Animas County Commissioners approved the Special Use Permit and provided a letter of support for the District's project.

USDA Grant Approval. The USDA Pre-Application has been submitted with a signed contract to purchase the property. Once the Environmental Report is completed the final application process can begin.

Dan read a Thank You card received from a client and reported having received a thank you call from a very appreciative parent.

Kathy Bueno
Off Teleconference
5:00pm

Operations Report

On top of providing graphics on calls for the month of March 2021, Deputy Chief Moreno reported:

Requests for Service	177; 2 on call
Non-Transports	29
Transports	148; 30 IFT; 1 St. Mary Corwin return to MSRH
Flight Transports	0
Inter-Facility Transfers	January through March 108

Parkview Medical Center has not been accepting patients so Colorado Springs hosts the next closest appropriate facility. This has caused an increase in mileage on the transfer vehicle.

Transfer Rig Mileage for March	4,826 miles
January – March	18,816

Fleet Management

There have been HVAC and electrical issues, along with standard maintenance, performed on District vehicles. Main Street Auto is unable to provide any discount program for tire purchases but Makloski Automotive Service has a wholesale distributor that the District can purchase tires and have them shipped to Makloski's for mounting.

It has been brought to light that in order for QRTs to be covered by insurance through their respective fire districts they must also be qualified to battle wildfires which some do not want to do. The Quick Response Team program is working toward increasing volunteerism. Trainings will be held twice a month, one in Stonewall and one at TAD. Additionally, an EMR course will begin this summer in Aguilar with hopes of acquiring volunteers in that area. A joint training is scheduled for June with QRTs, Flight for Life and TAD personnel.

Miscellaneous

Clay Hart requested the board be provided a copy of the letter responding to Richard Laner, Jr.'s letter of March 1, 2021.

Mr. Hart reported to contacting Dave Groves of Century Financial and Mike Dixon of Dixon, Waller and Co., Inc. requesting information about the personal use of district vehicles and taxable benefit regulations. It is essentially a district policy issue. Mr. Hart strongly recommends the District create a policy by which employee use of district vehicles would be considered a taxable benefit. The conversation led to the following questions/concerns/thoughts:

- Is there a standard dollar amount per mile?
- Is there a template policy to review?
- Possibly use a standard deduction per pay period.
- How far back would the District be required to apply the taxable benefit?

Mr. Hart requests a list of monthly checks and credit card statement be included with the financial statements. At the January 27, 2021 board meeting, Mr. Hart agreed to review and sign all checks by the district so that he can review all purchases. The payment authorization and oversight of expenditures was explained to Mr. Hart as such, the business office receives purchase orders, packing slips and invoices for products ordered. Once entered into QuickBooks, before payment, the Executive Director reviews all purchases. Once approved for payment, the business office cuts checks and bundles with supporting documentation for board member review. Two board member signatures are required on each check. At the end of every month, the business office prepares all End Of Month reports, including accounts receivable, accounts payable, fund transfers, bank statements and any necessary payroll documents and delivers to Century Financial for budgetary processing and production of the monthly Financial Statements. Finally, an annual audit is conducted by a third party to ensure fiscal responsibilities are met. Other board members commented they did not agree with micro-managing district day to day operations.

The conversation led to a credit card purchase from Amazon that was accidentally delivered to an employee's home simply because the delivery address was not changed at the time of purchase. Personal Amazon accounts have been used to purchase District supplies but the District credit cards were used. All purchase receipts accompany the credit card statement to ensure purchases are not for personal use. For complete transparency, those receipts accompany the credit card statement and check prepared for board approval and signatures as outlined in the previous paragraph.

Trinidad Ambulance District
Regular Board Meeting
April 28, 2021

Next Meeting Date The next regular meeting of the Board will be held May 26, 2021.

Adjournment **Motion** to adjourn the regular meeting of the Board of Directors was made by Nick Mattorano.
Second: Clay Hart
Yea: Nick Mattorano, Floyd Duran, Clay Hart, Valerie Borsa
Nay: None
Abstain: None
Pass: The motion passed and the meeting adjourned at 5:32pm

Minutes Approved by Trinidad Ambulance District Board of Directors May 26, 2021.



Floyd Duran, Jr., Vice Chairperson

May 26, 2021

Date